

FIREFIGHTER APPLICATION AND SELECTION PROCESS

LOUISVILLE METRO CIVIL SERVICE BOARD

The application and selection process includes many steps designed to fully examine the applicant's abilities and interest in firefighting. The following information is provided so that you may know exactly what is expected of an applicant.

The recruitment, application, examination and selection process involves the efforts of the Louisville Fire Department, the Louisville Metro Civil Service Board and the Human Resources Department of Louisville Metro Government. The Civil Service Board is a civilian body created by state law, separate from the Fire Department, which conducts the application and examination process (and other employment matters) in such a way that each candidate's merit for selection is fully evaluated. Most (if not all) of your contact will be with the Civil Service Board's staff, not with the Civil Service Board members themselves.

APPLICATION REQUIREMENTS

You must qualify as an applicant before you can be considered. To be qualified as an applicant, the following must be completed and **turned in at the test site** where the written test is being administered.

❑ DOCUMENTS TO BE TURNED IN AT THE TEST SITE

- Confidential Reference Request forms for every job in the past ten years;
- Signed Authorization For Record Check form;
- Verification of education
- Verification of date of birth
- Verification of valid driver's license
- DD214 & two military release forms (only if former military).

❑ ACCEPTABLE FORMS OF VERIFICATION

Any of the following may be used to verify your education, date of birth, and driver's license.

➤ EDUCATION

Copies of one of the following documents:

- ✓ High School Diploma (College transcripts are **NOT** acceptable)
- ✓ High School Transcript (must be signed & dated; must specify date graduated and rank in class)
- ✓ Letter from Board of Education verifying high school education
- ✓ GED certificate from an approved State Department of Education with a *certificate number affixed to the certificate if applicable in your state.*

DO NOT SUBMIT ORIGINALS.

➤ BIRTH DATE

A **copy** of one of the following documents is necessary to verify your age:

- ✓ Birth Certificate
- ✓ Passport
- ✓ Notification of Birth Registration

DO NOT SUBMIT ORIGINALS.

You must be 18 years of age by the final filing deadline (August 24, 2007).

➤ VALID DRIVER'S LICENSE

You must have a valid driver's license *by* the final filing deadline (August 24, 2007).

- ❑ **DD214 & two signed copies of the military release forms.** – If former Military, you must submit a copy of your DD214 which shows type of discharge and includes any disciplinary action taken against you. Please be sure to complete and sign the military release forms.
- ❑ **CONFIDENTIAL REFERENCE REQUESTS**
A confidential reference request form must be completed for each employer you have had in the last 10 years. Applicants should complete only the top half of the form(s). It is the Civil Service Board's responsibility to forward these references to your previous places of employment. **DO NOT OBTAIN REFERENCES FROM EMPLOYERS YOURSELF.** If you do not want your current employer notified, then you do not need a reference request form for that employer. A reference is not needed for your current employer if you do not want him/her contacted. If your work history includes a business that is no longer in operation, a reference is not needed for this company.

All other information downloaded or included in your packet is for your reference and does not need to be returned.

SELECTION PROCESS

WRITTEN EXAM PREPARATION

- A study booklet with a practice examination, titled “Alarm Applicant Study Guide”, is available to aid in your preparation for the test. It may be downloaded at www.louisvilleky.gov/HumanResources/Recruitment or picked up at our offices at 517 Court Place, Louisville, KY 40202.
- We recommend that you be sure to take the practice test.
- Limited training opportunities will be available to help you prepare for the written exam. For more information, call Jeremy Morrow at 485-7101.

WRITTEN EXAMINATION

- Candidates will be notified by email of their written test scores and whether the score was high enough to proceed in the process.

PHYSICAL STANDARDS AND PRACTICE

- It is to your benefit to start training and enhance your physical skills.
- The document titled “Physical Fitness Preparation Guidelines and Physical Ability Test Overview” is a very detailed description of the physical ability test so you can begin an exercise regimen for test preparation. You may download this document from www.louisvilleky.gov/HumanResources/Recruitment.
- If you pass the written test, you will be allowed to attend the training and practice the actual exercises in the Physical Ability Test. The Fire Department provides training on the Physical Ability Test. The dates are September 8, 15, 22, & 29, 2007. Those who cannot attend those dates may call 574-3611 to ask about alternative dates. Alternative scheduling is *very* limited. While not required, participation in training is highly recommended.

PHYSICAL ABILITY TEST

- Candidates passing the written examination will be scheduled for the Physical Ability Test.

ELIGIBILITY LIST CERTIFICATION

- Candidates who have passed the written test and the physical ability test will be placed on the Fire Fighter Eligibility List.
- Candidates' scores on the written test will be combined with their scores on the Physical Ability Test, resulting in one final overall score for each candidate.
- Candidates will receive an email providing their score information.
- Candidates high on the list will be referred to the Louisville Fire Department for further evaluation.

CHIEF'S STAFF INTERVIEW

- An in-depth interview is conducted by a panel appointed by the Chief to determine the suitability of applicants for employment as a Firefighter.

CONDITIONAL OFFER OF EMPLOYMENT

- Candidates will also be given a conditional offer of employment by the Fire Department. This offer of employment is conditional upon completing more steps and meeting established standards for a position.

POLYGRAPH

- A select group of candidates will continue on in the process and be scheduled for the polygraph test.

BACKGROUND INVESTIGATION

- A subgroup consisting of the most qualified candidates will be selected for a background investigation. The following factors are some of the criteria reviewed during the background investigation:
 - Test Scores
 - Education above the minimum requirement
 - Job Experience
 - Military Experience
 - Financial and Credit History
 - Ability to speak other languages
 - Other relevant factors
- The investigation includes verification of information provided on your employment application, obtaining and reviewing references from previous employers, a credit check, and investigation of your driving, military, and police records.

MEDICAL EXAMINATION

- The Family Health Center-Portland provides a complete medical examination for Fire Fighter candidates. The following information is made available in order to orient the candidates regarding what type of examination he or she will be having. The medical examination will consist of a self administered medical data history, vision test, hearing test, standard measure of height and weight, pulmonary function analysis, blood pressure and pulse rate, temperature and respiration, electrocardiograph, hemocult test (optional) and other procedures including blood and urine tests, CBC chemcyme plus test, chest x-ray, drug screening, and physical examination.
- Corrected vision should be at least 20/30 for both eyes together. Due to the likelihood of dislodgement or breakage, candidates who are able to wear glasses should meet an uncorrected standard of 20/100 for both eyes together.
- Color vision, depth perception, peripheral vision, night blindness, and vision with contact lenses are also evaluated.

STRESS TEST

- Applicants passing the medical examination are scheduled to undergo the Treadmill Exercise Stress Test.
- If you are not in good physical condition, you may want to consult your physician now about beginning an improvement program. Candidates having problems with weight may experience medical problems such as high blood pressure, high cholesterol, and reduced pulmonary capacity and stamina, which could result in failure of the medical exam or stress test.
- **THE STRESS TEST CONSISTS OF:**
Cardiovascular Endurance Evaluation – The applicant walks on a treadmill at progressively increasing inclinations until he or she voluntarily stops the test due to fatigue or maximal heart rate is achieved.

APPOINTMENT

- ❑ **TRAINING** – Currently, training runs for 26 weeks. Training is both academic and physical. EMT certification is a requirement for graduation.
- ❑ **PROBATIONARY PERIOD** – All firefighters will be required to serve a one-year probationary period that starts the date they begin Recruit Class.

NOTE FROM THE STAFF:

The foregoing information is not exhaustive but should provide information on the processes involved in becoming a Fire Fighter. The information is not intended to discourage, but rather inform. It requires serious commitment to an emergency services career to endure the long process.

We really appreciate your patience and thank you for your interest in becoming a Louisville Fire Fighter. We will try to keep you updated during the process. Anytime you have a question, feel free to call 574-3611 and ask to speak to someone regarding Fire Fighter.

RESIDENCY REQUIREMENT

Residency must adhere to current contract requirements.

RESCHEDULING

Due to the expected applicant volume, we **cannot** make examination schedules for your convenience. Rescheduling requests are **limited** and must be made *prior* to the examination. Only the Chief Examiner, Anne Russo, can reschedule you for an exam.

EMAIL/ADDRESS/CONTACT INFORMATION

If your name, email address, mailing address and/or phone number changes after you have submitted your application or if for any reason you no longer wish to be considered, we ask that you notify us in writing at Louisville Metro Human Resources, 517 Court Place, Louisville KY 40202; e-mail dian.cravan@louisvilleky.gov; or fax (502) 574-1041. Those who apply online must also change their information at www.mycareernetwork.com. We are on an extremely tight schedule and do not want you to miss hearing from us on any matter due to a name change, incorrectly addressed mail and/or a wrong telephone number.

Fire Fighter Schedule for 2007

Dates	Location	Activity
July 18, 2007 – August 24, 2007	Apply Online at www.louisvilleky.gov OR Civil Service Office 517 Court Place Louisville, KY 40202	Apply Online and download Authorization for Record Check, Reference Request forms, Test Study Material, Physical Fitness Preparation Guidelines and Physical Ability Test Overview, military release forms, and Salary & Benefits Information OR apply at the Civil Service Office and pick up aforementioned material. Candidates applying online will be emailed a written test scheduling letter, timeline, and information about the selection process.
September 1, 2007	To Be Announced	Fire Fighter Written Test – Candidates are required to bring copies of High School diploma/GED, birth certificate, valid driver's license, DD214, two military release forms, Authorization for Record Check, and Reference Request forms to the test site.
September 8, 15, 22, & 29, 2007 Those who cannot attend on the above dates may call 574-3611 to ask about alternative dates. Alternative scheduling is very limited.	Fire Training Academy 1501 West Hill St. Louisville, KY 40210	Physical Ability Test Practice
October & November, 2007	Fire Training Academy 1501 West Hill St. Louisville, KY 40210	Physical Ability Test
End of November, 2007		New Eligibility List Established – Candidates are emailed test results. Staff Interviews, Polygraph, Backgrounds, Medical Tests, Stress Tests are administered by the Fire Department after the list is established. These are administered only to the top scoring candidates. Fire Fighter Class begins.